

ADMINISTRATIVE USE ONLY

Executive Registry

103-2892

28 March 1963

Bldg + Sh
3-1
(General)

MEMORANDUM FOR: Colonel White

SUBJECT : Use of Auditorium

1. Attached are reports showing the use made of the auditorium during the period 1 January - 28 March 1963. These reports reflect, in summary:

a. In January a total of eleven reservations were made, of which three were cancelled. It was in use approximately 17 hours, with a total attendance estimated at 825 people.

b. In February nineteen reservations were made, of which three were cancelled. Hours of use totalled 40 1/2, and total attendance was estimated to be 2,944.

c. During 1 - 28 March there were 33 reservations, of which two were cancelled. Exclusive of cleaning and maintenance time, it was in use approximately 78 hours, for a total of about 2,272 people.

2. This represents a progressive increase in use, but there is room for more. [] has suggested that selected films from the Agency's extensive library be shown, during the noon hour, perhaps two days a week. I believe this is worth serious consideration.

Good idea.
Let's do.

[]

[]

Atts

PK 3 1 10 11 63

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Average 330

range 150-450

ADMIT ONE